

12/11/01

## CHARTER

Bureau of Land Management

Wildland Fire Training Committee

### I. BACKGROUND

In January, 2001, consensus was achieved among BLM fire program managers at the State and National level that a group needed to be formed to consider and coordinate a number of training and qualification issues and challenges confronting the BLM fire community. It is recognized that under the National Fire Plan a large burden will be placed on training organizations to help prepare employees at all organizational levels to safely and effectively work toward accomplishing agency missions. Since training coordination is a collateral duty in most State and Field Offices, it is felt that a training committee will help BLM Fire develop an organized and relatively consistent approach to fire training issues across the Bureau.

### II. NAME

The name of this committee is the Wildland Fire Training Committee, hereinafter referred to as "the Committee".

### III. AUTHORITY

This committee is formed under the authority of the Director, Fire and Aviation Management Policy, Bureau of Land Management.

### IV. MISSION

The overall intent of this Committee is to promote safe, effective and cost-efficient training at all levels of the organization.

### V. PURPOSE

This committee will review and evaluate training, qualification and education programs in which BLM personnel participate, and make recommendations for changes as necessary. In concert with the BLM Fire Operations Committee, the Training Committee will also develop and evaluate proposals for new training and education programs and courses that may meet the needs of the BLM fire community into the future.

The Committee has the following distinct purposes:

- Promote information exchange on training and qualifications issues among all levels of the wildland fire organization within BLM
- Focus on training needs analysis and prioritization of training development and delivery workloads
- Conduct “futuring” for the training program, including the development of strategic plans for training on an agency-specific and interagency basis
- Create a mechanism for elevating training and qualifications issues that require action (such as the interpretation of policy, the need for new policy or policy modifications) from the field office level to the national level
- Create a forum for sharing “best practices” in training among BLM offices, to avoid duplication of effort, promote effectiveness and save money
- Make recommendations to various NWCG working teams on training- and qualifications-related issues as appropriate.
- Review all BLM proposals for changes to fire training policy

#### V. MEMBERSHIP

There will be a Chair and a vice-Chair. The Chair will serve a two-year term, then the vice-Chair will rotate into the Chair position. These positions will be elected by majority vote of the Committee.

The BLM Training Unit at NIFC will provide one person to this Committee.

Each BLM State Office (with the exception of Eastern States) will provide one person to this Committee. This person should be familiar with and have primary responsibility for fire training issues at their organizational level, whether or not these are collateral duties.

There will be at least one representative on the committee who is a current Field Office Manager. There will be at least one representative on the Committee from the BLM National Training Center.

The BLM Fire Operations Committee will nominate one person who will be a member of both the Training Committee and the Operations Committee. It will be this person's responsibility to identify issues from the Operations Committee to the Training Committee and vice versa.

## VI. ORGANIZATION

The Committee is under the direction of the Director, Fire and Aviation Management Policy, Bureau of Land Management. The Committee Chair will provide written and verbal status/progress reports as needed to the Director, to the BLM Fire Operations Committee and to the Fire Leadership Team (State Fire Management Officers).

## VII. AUTHORITY OF THE CHAIR

The Chair is authorized to:

- Convene meetings and schedule agenda items.
- Make specific work assignments to Committee members and/or appoint ad hoc task groups from outside Committee membership, to work on specific projects.
- Recommend to the Director, Fire and Aviation Management Policy, the need for further resources and authorities as they become evident.
- Keep Committee members advised as to meeting dates and locations.
- Make recommendations to and prepare memoranda for signature by the Director, Fire and Aviation Management Policy, for policy changes and/or clarification of existing policy.
- Make recommendations to the Fire Leadership Team (State Fire Management Officers) regarding ways to conduct training more effectively, efficiently and at lower costs.
- Prepare and distribute materials throughout the BLM fire community that promote efficient, safe, effective and low cost training. Such materials would also provide information to the field on pertinent training issues.
- Take training and qualification issues forward to groups such as the NWCG Training Working Team or other interagency groups, as appropriate.

## VIII. MEETINGS

At least one annual meeting will be held to prepare operational plans and to identify and prioritize a program of work for the following year. Meetings will be scheduled and agendas will be provided in advance to members of the Committee and to the Director, Fire and Aviation Management Policy. Additional meetings will be determined by the Committee Chair in consensus with the Committee; conference calls will be scheduled to

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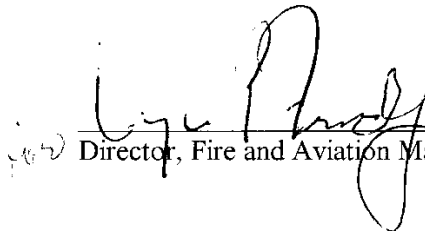
facilitate coordination and check progress of projects. Costs of travel to and from meetings will normally be borne by the offices that provide Committee members. The use of alternates is discouraged. Frequent absences from meetings and/or conference calls may be grounds for committee member replacement. Individuals from outside the Committee membership who can provide needed expertise will be asked to participate when appropriate. Meetings will be held in BLM offices or other suitable locations where facilities may be obtained at no cost.

IX. RESPONSIBILITY

The Committee will maintain a list of action items and deadlines and will communicate these to the Fire Leadership Team through the Committee Chair.

X. REPORTS AND MINUTES

Annual reports will be in writing, describing the activities, accomplishments, problems and goals of the Committee. This report will be summarized in a verbal presentation each year, to be given at the National Fire and Aviation Conference. Meeting minutes are the responsibility of the Chair. Verbatim minutes are not required, but an accurate summary of the actions taken at each meeting is required. Sufficient records of the business of the Committee should be kept to analyze the performance of the Committee. The Chair shall ensure that information on Committee activities gets broad dissemination throughout the BLM fire community.

  
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Director, Fire and Aviation Management Policy

4/04/02  
Date